

**CITY OF GREENSBORO  
HISTORIC DISTRICT PROGRAM**

**CERTIFICATE OF APPROPRIATENESS APPLICATION FORM**

**LOCATION**

\_\_\_\_\_  
Street Address Where Work Will Be Undertaken

**APPLICANT**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

**ADDRESS**

\_\_\_\_\_  
Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**CONTACT**

\_\_\_\_\_  
Daytime Phone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax

**PROPERTY OWNER**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

**ADDRESS**

\_\_\_\_\_  
Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
Signature

**Mail or Fax Application To**

**Historic District Program**

**C/O Department of Housing and CD**

**PO Box 3136**

**Greensboro, NC 27402-3136**

**Fax: 336-412-6315 Phone: 336-373-2349**

**FOR OFFICE USE ONLY**

**Application #** \_\_\_\_\_

**Date Received** \_\_\_\_\_

**COMMISSION REVIEW**

☐ **Approved**

☐ **Approved with Conditions**

☐ **Denied**

**Date** \_\_\_\_\_

**STAFF REVIEW**

**Date Inspected** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

## **SUBMITTAL REQUIREMENTS**

**1. Describe the project completely and in detail. Attach additional sheets if necessary.**

### **PROVIDE THE FOLLOWING INFORMATION**

(Note: Documentation must be provided in a format that can be easily copied for the design review process. Architectural drawings, construction details, landscape plans, etc., should be printed on paper no larger than 11" x 17". CAD drawings can be submitted electronically. Contact Commission staff at 373-2349 for electronic submittal.)

#### **Exterior Repairs**

Photograph of repair site for replacement of deteriorated porch railings, columns, steps, or other architectural features; describe replacement materials.

#### **Re-roofing**

- Photographs of slate, terra cotta tile or other distinctive roofing shingles, or other significant roof features that might be disturbed during the work.
- Manufacturer's brochure, sample or name of replacement shingle.
- Describe type and location of roof ventilators and method of flashing.

#### **Exterior Alterations**

- Scaled elevation drawings for alterations such as adding or removing window or door openings.
- Construction details for adding features such as porch columns and railings.
- Photograph of site of proposed alterations.

#### **Additions to Buildings**

- Scaled elevation drawings of all sides of the proposed addition.
- Site plan or survey showing the building footprint with the proposed addition. Indicate distances to property lines.
- Photograph of site of proposed addition.

### **Landscaping and Site Improvements**

- Site plan showing location of proposed fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- Sample or illustration of materials for walks, patios, etc

### **New Buildings**

- Scaled elevation drawings of all sides of the proposed building.
- Site plan showing building footprint and distances to property lines, site improvements including utilities, lighting, and mechanical equipment, and all existing trees larger than 4" dbh (diameter at breast height).
- Landscape plan showing location, type, and size of new plant materials.
- Materials specifications, color, samples, and illustrations.

### **Demolition**

- Site plan showing location of trees larger than 4" dbh, and site features such as fences, walls, walks, etc.
- Photographs of all sides of the building to be demolished

### **Moving Buildings**

- Site plan showing location of trees larger than 4" dbh and site features such as fences, walls, walks, etc.
- Photographs of all sides of the building to be moved.
- Site plan, landscape plan, etc. if new location is within the historic district boundaries.

### **Painting**

Provide color chips or brochure. Identify color names or numbers as appropriate:

_____	Body of house
_____	Corner boards
_____	Soffit
_____	Fascia
_____	Cornice molding
_____	Exposed rafters
_____	Roof brackets
_____	Window and door casings
_____	Window sash
_____	Porch columns
_____	Porch railing
_____	Porch flooring
_____	Porch ceiling
_____	Entrance doors
_____	Other

### 3. Special Exceptions

Provide site plan that identifies any Special Exceptions to dimensional or parking requirements being requested as part of the COA application. **Note: The Historic Preservation Commission may recommend Special Exceptions to zoning requirements or design standards as part of its review of a COA application. However, only the Board of Adjustment can grant Special Exceptions. Applications for Special Exceptions are filed in the Zoning Enforcement Office and there is a filing fee.**

**The application for a Certificate of Appropriateness and all supporting information must be received no later than 14 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission.** The Commission meets on the last Wednesday of each month at 4:00 PM in the Council Chamber of the Melvin Municipal Office Building, 300 W. Washington Street. **Applicants are strongly encouraged to attend the meeting.** Decisions of the Historic Preservation Commission may be appealed by filing notice with the Board of Adjustment within 15 days after the meeting. Appeals are filed in the Zoning Enforcement Office of the Planning Department.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district regulations and is subject to a civil penalty. The maximum penalty is \$50 for the first day of a violation, \$100 for the second day, \$200 for the third day and \$400 for the fourth and any succeeding day of a continuing violation.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Building Inspections Office at 373-2155.

## 2002 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

	<u>JAN</u> 30	<u>FEB</u> 27	<u>MAR</u> 27	<u>APR</u> 24	<u>MAY</u> 29	<u>JUN</u> 26	<u>JUL</u> 31	<u>AUG</u> 28	<u>SEP</u> 25	<u>OCT</u> 30	<u>NOV</u> 27	<u>DEC</u> 18
Application Deadline	16	13	13	10	15	12	17	14	11	16	13	4